

preparation and submission of proposals. Further, the U.S. Government reserves the right to reject any or all proposals received.

In addition, award of the Task Order contemplated by this RFTOP cannot be made until funds have been appropriated, allocated and committed through internal USAID procedures. While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. Proposals are submitted at the risk of the Contractor.

Proposals should be prepared in accordance with the instructions set forth in within this RFTOP, and with Section F.9(b)(2)(i) of the basic IQC.

Thank you for your consideration of this USAID initiative. We look forward to your organization's participation.

Sincerely,

Lisa M. Bilder
Contracts Officer

contract should be ambitious, but feasible, and in clear areas. The Applicant must convey clearly how the proposed technical -support approach will address the grantee bottlenecks; improve performance as measured by the grant performance ratings; and expenditures; and help to achieve results towards the indicators proposed in the monitoring and evaluation (M&E) plan.

- Applicant must propose a technical approach which is feasible, complete, state-of-the-art, creative and innovative, evidence-based and appropriate to achieve the objective and results under the contract. The proposal should present comprehensive understanding of the Global Fund and how it works, how to work effectively with the Global Fund Secretariat staff and grantees, and a realistic approach for planning, implementing and tracking the technical support work effectively. The technical approach must address capacity-building at the local level. The proposed capacity-building approach must be logical and timely and ensure the transfer of technical skills to the local organization. Each contractor should propose its approach for local capacity building.
- Case study: Approach to the problem scenario for each of the four key focus areas (CCM governance, financial management, procurement and logistics management, and M&E). USAID will assess applicants on the problem identification based on data gathered from the website, proposed intelligence-gathering plan to supplement the website, the roles proposed for the Fund Portfolio Managers, CCM, PR, SR, the LFA, and other stakeholders.
- Proposed Monitoring & Evaluation (M&E) Plan (See Annex 5 for Template). Applicants should propose output and outcome indicators for the key objectives listed, as well as how they will measure them in a cost-effective manner. The M&E Plan, as a component of the draft Work Plan, should be comprehensive, include proposed indicators, and propose a routine and systematic approach to monitoring and reporting annual and end-of-contract achievements, filling in information gaps as needed, and assessing periodic performance of the entire contract.

3. Personnel

- Proposed technical key personnel must meet or exceed requirements to carry out key functions of each position. Applicants must proposed key personnel in the organizational chart, and give them defined duties that will enable the contractor to effectively execute the contract. Proposed key personnel must demonstrate experience in working in with the key technical areas, have experience working in difficult organizational contexts, and ideally, have experience working with large, multi-donor, health grantees on addressing systemic areas and have experience at least one of the three diseases. The staffing pattern proposed must provide an adequate skill mix to meet the needs for technical implementation and management of the Task Order.

4. Management

- The Management Plan proposed must have a mechanism for a dynamic and collaborative process with relevant subcontractors to ensure USAID and the Office of the Global AIDS Coordinator receive the best expertise available, regardless of contractual arrangement. Applicants must provide a clear plan to mobilize their partners, both under the IQC, as well as identifying and working with in-country organizations.

Annex 1

Acronyms

CBO – Community-based Organization
 CCM – Country Coordinating Mechanism
 CDC – The U.S. Centers for Disease and Control and Prevention
 CIST - Country Implementation Support Team
 Core Group – U.S. Government Interagency Global Fund Core Group
 CO – Contract Officer
 CTO - Cognizant Technical Officer
 EARS - Early Alert and Response System
 FBO – Faith-based Organization
 FPM – Fund Portfolio Manager
 GIST - Global Implementation Support Team
 GLC – Green Light Committee
 Global Fund – Global Fund to Fight AIDS, Tuberculosis and Malaria
 HHS – The U.S. Department of Health and Human Services
 LFA-Local Fund Agent
 M&E- Monitoring and evaluation
 NGO – Non-governmental Organization
 OGAC – Office of the U.S. Global AIDS Coordinator
 OMB – Office of Management and Budget
 OPCS - Operational Partnerships and Country Support
 PEPFAR - President’s Emergency Plan for AIDS Relief
 PLWHA – People Living with HIV or AIDS
 PMI – President’s Malaria Initiative
 PMP – Performance Monitoring Plan
 PR – Principal Recipient
 PSM - Procurement and Supply Management
 RFP – Request for Proposal
 SOW – Statement of Work
 SR-Sub Recipient
 TASC III - Population, Health and Nutrition Technical Assistance and Support Contract Three
 TO – Task Order
 TS – Technical support
 TSAP - USG Technical Support Advisory Panel
 TRP- Technical Review Panel
 USAID – United States Agency for International Development
 USG – United States Government
 WHO – World Health Organization

Annex 2 - ILLUSTRATIVE POSITION DESCRIPTIONS

Project Director (100%)

Responsibilities:

- Provide leadership and manage the overall responsibilities of providing technical support to Global Fund grants. Illustrative tasks include the following:
 - Ensure that the scopes of work are clear and sufficiently detailed;
 - Staff the teams with the highest quality technical experts;
 - Hold team planning meetings for teams going to the field;
 - Maintain on-going contact with the teams in-country throughout the assignment;
 - Ensure substantive coordination with the Global Fund's Portfolio Managers;
 - Ensure that the final reports are succinct, accurate and reasonable;
 - Brief USG staff after each trip; and
 - Trouble-shoot for unexpected issues.
- Ensure communication with the Core Group through the TSC/CTO as the point of contact;
- Ensure timely, high quality, progress and financial reports submitted to the USG;
- Supervise and manage the Contractor TS teams; and
- Maintain communication with the Global Fund Secretariat and with other key bilateral and multilateral partners when needed.

Qualifications:

- Knowledge of and successful experience with large international, multi-donor health grantees;
- Understanding of the USG objectives and role vis-à-vis health and development work;
- At least ten years professional program management experience, preferably in the public health, social or development sectors and in developing countries;
- Knowledge of management principles and processes in order to direct or oversee program initiatives in the three diseases in both the domestic and international arenas;
- Excellent management and coordination skills;
- Excellent negotiation and diplomatic skills;
- Outstanding written and oral communication skills;
- Extensive experience working in developing country settings; and
- Proven experience fielding and managing technical support teams.
- Minimum Masters in Public Health or comparable

Senior Program Officer (50%)

Responsibilities:

- Work in coordination with the project director to manage technical support teams;
- Assume specific country oversight of the technical support teams as decided with the Project Director; and
- Assist the Project Director with coordination with the appropriate stakeholders to establish fiscal controls and reporting systems to track funds accurately and control disbursements so that resources will be correctly directed to their intended use for technical support activities and reporting requirements.

Qualifications:

- Knowledge of and experience working successfully with large, international, multi-donor health grantees;
- Understanding of the USG objectives and role vis-à-vis working in health and development;
- Understanding of basic budgetary and financial management principles and techniques as they relate to the planning of programs and objectives;
- Expert knowledge (and commensurate experience) of on-going efforts to combat HIV/AIDS, tuberculosis and malaria in developing countries through integrated prevention, treatment and care interventions;
- Knowledge of management principles and processes in order to direct or oversee an important aspects of program initiatives in both the domestic and international arenas;
- Knowledge and application of best practices in the issuance and day-to-day management of monetary grants;
- Ability to initiate, establish and maintain liaison activities with the major multilateral and bilateral stakeholders;
- Five-to-eight years work in developing country context in health care;
- Excellent negotiation and interpersonal skills, and
- Minimum of a Masters in Public Health or comparable degree.

Operations support (100%)

Responsibilities:

- Establish fiscal controls and reporting systems to track funds accurately and control disbursements so that resources will be correctly directed to their intended use for technical support activities and reporting requirements;
- Work in coordination with the Project Director to manage the operational aspects of the technical support teams;
- Develop and maintain budget detail for each technical support team visit and USG reporting tasks;
- Maintain an intranet for easy communication within the GF teams; and
- Efficiently handle all aspects of travel for the technical support teams.

Qualifications:

- Excellent administrative and budgeting skills;
- Strong knowledge of USG contract management; and
- Demonstrated experience in facilitating work of technical support teams in the field.

Editor/writer (25%)

Responsibilities:

- Finalize trip reports, annual and semi-annual reports;
- Draft success stories or lessons learned

Qualifications:

- Excellent writing and editing skills

Monitoring and Evaluation staff to develop and track indicators: (20%)

Responsibilities:

- Work in coordination with the project staff and USG team to establish a working set of process, output and outcome (where feasible) indicators; and

- Provide regular reports to the CTO on progress made towards the indicators.

Qualifications:

- Excellent understanding of evaluation design and processes as well as the development and tracking of indicators; and
- Demonstrated understanding of working in the healthcare field in developing countries.

Consultants/Intermittent Staff

Overall, the roster of consultants must include individuals capable of responding to requests in all of the focus areas (governance, financial management, procurement and logistics management, monitoring and evaluation). The contractor should submit up to six CVs for each of the technical areas. Each CV should be no longer than one page and should clearly demonstrate expertise in the focus areas as well as developing country experience. Within each of the focus areas, the minimum competencies and experience of consultants should be as follows:

- At least five years working in a leadership role in the focus area of the proposed SOW;
- At least five years working in the developing country context;
- Understanding of and (preferably) previous experience with large international, multi-donor, health grants;
- Demonstrated experience negotiating difficult topics with senior-level officials;
- Demonstrated experience working with multiple stakeholders such as the National AIDS Councils, NGOs, bilateral and multilateral donors; and
- Previous experience with HIV/AIDS, TB or malaria activities.

ANNEX 3 - REPORTING REQUIREMENTS

First year work plan. Within 30 days of signing the Task Order, the Contractor will submit for approval a work plan which includes a monitoring and evaluation plan. These plans should describe all activities, their proposed sequence and time frames, all targets and results, and output/milestone and performance indicators against which the U.S. Government will measure results achieved by the Contractor.

Yearly work plans. The Contractor, the CTO and the Contracts Officer will agree on format, content and timing of subsequent work plans which are expected to be similar in content to the first year work plan.

Semi-annual reports. The Contractor will submit these reports every six months. The format and contents will be agreed upon with the CTO, and will contain, at a minimum, the following information:

- Progress (achievements) since the last report;
- Problems described in previous report that were solved or are still outstanding, and intentions to address outstanding problems;
- New problems encountered since previous report;
- Proposed solutions to outstanding and new problems;
- Plan for next half year;
- Current data for output and performance indicators;
- Individual-level success stories; and
- Documentation of better practices that grants can replicate or take to scale.

Financial reports. Financial reports will be prepared quarterly. The format and line items for the financial report will be agreed upon by the Contractor, the CTO and the Contract Officer prior to submission of the first report. The financial report should contain at a minimum the following information:

- Total funds committed to date by USAID into the Agreement;
- Total funds expended by the Applicant to date, including direct and indirect administrative costs;
- The funding pipeline (committed funds minus expended funds and estimated accruals in the most recent quarter); and
- Funds and time remaining in the Award.

Final report. The Contractor will provide final technical and financial reports to the Contracts Officer ninety days after the completion of the Task Order based on a format provided by USAID.

Meetings and periodic briefings. In addition to regular meetings with the CTO, the Contractor may be requested to brief the members of the Core Group on the principal activities, accomplishments and funding during each six month implementation period.

ANNEX 4. REFERENCE DOCUMENTS

Global Fund Website, www.theglobalfund.org

PEPFAR website, www.PEPFAR.gov

2004 US Global Fund Report to Congress, www.state.gov/documents/organization/43885.pdf

2005 US Global Fund Report to Congress,
<http://www.state.gov/documents/organization/60950.pdf>

2006 US Global Fund Report to Congress,
<http://www.pepfar.gov/press/c21604.htm>

